



ANNOUNCEMENT NUMBER 13-10

OPEN TO: All Interested Candidates

POSITION: Legal Assistant, FSN-8; FP-6

OPENING DATE: April 8, 2013

CLOSING DATE: April 22, 2013

WORK HOURS: Full Time; 40 hrs/week

SALARY: *Ordinarily Resident (OR): Position Grade: FSN-8*
Not-Ordinarily Resident (NOR): Position Grade: FP-6 (to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Sarajevo is seeking an individual for the position of Legal Assistant in the Department of Justice (DOJ) in Sarajevo.

BASIC FUNCTION OF POSITION:

The employee provides proactive legal advice to Resident Legal Advisor (RLA) on criminal legislation and constitutional matters related to criminal matters and assists RLA in the development and implementation of training programs on criminal law.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318).

QUALIFICATIONS REQUIRED:

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. The employee must possess a Bachelor's Degree in law;
2. Minimum of three years of work experience with international organizations in the field of law;
3. Level IV (fluent) in English and Bosnian/Croatian/Serbian is required.
4. Excellent knowledge of MS Office applications Word, Power Point and Excel is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member DS-174 available at <http://sarajevo.usembassy.gov/job-opportunities.html>; **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

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| A. Position Title | L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type |
| B. Position Grade | M. Days available to work |
| C. Vacancy Announcement Number (if known) | N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location) |
| D. Dates Available for Work | O. U.S. Eligible Family Member and Veterans Hiring Preference |
| E. First, Middle, & Last Names as well as any other names used | P. Education |
| F. Date and Place of Birth | Q. License, Skills, Training, Membership, & Recognition |
| G. Current Address, Day, Evening, and Cell phone numbers | R. Language Skills |
| H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number) | S. Work Experience |
| I. U.S. Social Security Number and/or Identification Number | T. References |
| J. Eligibility to work in the country (Yes or No) | |
| K. Special Accommodations the Mission needs to provide | |

SUBMIT APPLICATION TO:

Please submit the applications **by e-Mail**, as specified below.

e-Mail: SarajevoJobVacancy@state.gov

POINT OF CONTACT:

phone: +387 33 704 000 ext. 4318

CLOSING DATE FOR THIS POSITION: April 22, 2013

The US Mission in Sarajevo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.